United Nations ST/IC/2013/5

Secretariat

10 January 2013

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Classification of duty stations and special entitlements for staff members serving at designated duty stations**

1. The purpose of the present information circular is to inform the staff of the classification of duty stations established by the International Civil Service Commission (ICSC) according to conditions of life and work and of the revised lists of duty stations designated by ICSC where special entitlements apply for eligible staff, as explained in paragraphs 6 to 10 below. The revised lists are set out in annexes II and III to the present circular. The revisions are effective 1 January 2013.

I. Classification of duty stations

2. All duty stations are placed by ICSC in one of six categories: H and A to E. The H category comprises headquarters duty stations and other duty stations in similar locations where the United Nations has no developmental or humanitarian programmes. The A to E categories comprise all other duty stations classified by order of difficulty of conditions of life and work. Annex I to the present circular contains the list of duty stations classified in the H category. Annex II contains the list of duty stations classified in the A to E categories.

Mobility and hardship allowance

3. The category of the duty station where a staff member is serving and/or has served is one of the factors that determines whether the staff member is eligible for each of the three elements of the mobility and hardship allowance, namely, the mobility, the hardship and the non-removal elements. It is also a factor in determining the amount of the allowance. The relevant provisions on the matter are set out in staff rules 3.13 and in the administrative instruction on the mobility and hardship scheme, ST/AI/2011/6 and ST/AI/2011/6/Amend.1.

* The present circular will be in effect until further notice.

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Removal costs

4. The category of the duty station is a factor in determining eligibility for removal costs under staff rule 7.16. Such costs are normally payable in the case of service at H duty stations when the appointment is for two years or more or the assignment to a new duty station is expected to be for two years or more. In those cases where removal costs are not payable, the staff member may be eligible for the non-removal element of the mobility and hardship allowance.

Special entitlements at designated duty stations

5. The classification of duty stations in the A to E categories is linked to the special entitlements that are set out in the administrative instruction on special entitlements for staff members serving at designated duty stations.

II. Duty stations at which special entitlements may apply for eligible staff

6. At duty stations classified in the A to E categories, which are listed in annex II to the present circular, one or more of the special entitlements set out in the administrative instruction on special entitlements for staff members serving at designated duty stations may apply, as indicated in paragraphs 7 to 9 below. The granting of these entitlements is subject to the conditions established in the applicable staff regulations and rules and the above-mentioned administrative instruction.

7. The category of each of the duty stations listed in annex II is indicated in the first column of the annex. At duty stations classified in the C, D and E categories, eligible staff are entitled to:

(a) Accelerated home leave travel, that is, home leave travel once every 12 months;

(b) Special terms for the exercise of the unaccompanied shipment entitlement of 50 kilograms or 0.31 cubic metres for travel on home leave, family visit or education grant so that the unused portion of the entitlement for one leg of the travel may be used to supplement the normal entitlement for the other leg of the travel.

8. The designated duty stations where eligible staff are entitled to additional education grant travel and an additional reimbursement for boarding costs under the education grant are indicated in the second column of annex II to the present circular.

9. The designated duty stations where eligible staff are entitled to additional shipment entitlements, namely, an annual shipment entitlement and a shipment on the birth or adoption of an infant, are indicated in the third column of annex II to the present circular.

10. A list of the countries having duty stations that qualify for reimbursement by organizations of the costs of basic medical examinations for accompanying eligible family members will be included in an addendum to the present circular.

11. The present circular supersedes information circular ST/IC/2012/9 and Add 1.

Annex I

List of countries where duty stations are classified in the H category

(Effective 1 January 2013)

Australia
Austria
Belgium
Bulgaria
Canada
Cyprus
Czech Republic
Denmark
Estonia
Finland
France[a]
Germany
Greece
Hungary
Italy
Japan
Latvia
Lithuania
Malta
Netherlands
Norway
Poland
Portugal
Romania
Slovakia
Slovenia
Spain
Sweden
Switzerland
United Kingdom of Great Britain and Northern Ireland
United States of America

[a] Including Monaco.

Annex II

List of duty stations classified in the A to E categories

(Effective 1 January 2013)

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Afghanistan			
Asadabad	E	X	X
Badghis	E	X	X
Bamyan	E	X	X
Day Kundi	E	X	X
Faizabad	E	X	X
Farah	E	X	X
Faryab	E	X	X
Gardez	E	X	X
Ghor	E	X	X
Herat	E	X	X
Jalalabad	E	X	X
Kabul	E	X	X
Kandahar	E	X	X
Khowst	E	X	X
Kunduz	E	X	X
Maymana	E	X	X
Mazar-I-Sharif	E	X	X
Pul-i-Kumri	E	X	X
Sari Pul	E	X	X
Shebergan, Jowzjan	E	X	X
Taloqan	E	X	X
Tirinkot, Uruzgan	E	X	X
Albania			
Tirana	A	X	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Algeria			
Algiers	B	X	X
Tindouf	E	X	X
Angola			
Kuito Bie	D	X	X
Luanda	C	X	X
Lubango	C	X	X
Argentina			
Buenos Aires	A	–	–
Armenia			
Yerevan	B	X	X
Azerbaijan			
Baku	A	X	–
Bahrain			
Manama	A	–	–
Bangladesh			
Cox's Bazaar	D	X	X
Dhaka	C	–	X
Rangamati	E	X	X
Barbados			
Bridgetown	A	X	–
Belarus			
Minsk	A	X	–
Belize			
Belize City	A	X	–
Belmopan	A	X	–
Benin			
Abomey	C	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Bohicon	D	X	X
Cotonou	B	X	–
Lokossa	D	X	X
Ouidah	D	X	X
Parakou	D	X	X
Porto Novo	B	X	–
Bhutan			
Thimphu	D	X	X
Bolivia (Plurinational State of)			
Cochabamba	A	X	–
La Paz	A	–	–
Bosnia and Herzegovina			
Sarajevo	A	–	–
Srebrenica	B	X	X
Botswana			
Dukwi	D	X	X
Gaborone	A	X	–
Brazil			
Brasília	A	–	–
Rio de Janeiro	A	–	–
Burkina Faso			
Ouagadougou	C	X	X
Burundi			
Bujumbura	B	X	–
Gitega	D	X	X
Makamba	D	X	X
Muyinga	D	X	X
Ngozi	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Ruyigi	D	X	X
Cambodia			
Banteay Mean Chey	D	X	X
Battambang	D	X	X
Phnom Penh	B	–	–
Siem Reap	B	X	–
Cameroon			
Bertoua	B	X	X
Douala	A	X	–
Garoua	D	X	X
Ngaoundéré	B	X	–
Yaoundé	B	X	X
Cape Verde			
Praia	B	X	X
Central African Republic			
Bambari	E	X	X
Bangui	D	X	X
Birao	E	X	X
Bossangoa/Soumbe	E	X	X
Bouar	E	X	X
Kaga-Bandoro	E	X	X
Ndele	E	X	X
Paoua	E	X	X
Zemio	E	X	X
Chad			
Abeche	E	X	X
Ati	E	X	X
Bahai	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Bol	E	X	X
Farchana	E	X	X
Gore	E	X	X
Gozbeida	E	X	X
Guereda	E	X	X
Haraze	E	X	X
Iriba	E	X	X
Koukou	E	X	X
Mao	E	X	X
Maro	E	X	X
Mongo	E	X	X
Moundou	E	X	X
Moussoro	E	X	X
N'Djamena	D	X	X
Chile			
Santiago	A	–	–
China			
Beijing	A	–	–
Shanghai	A	–	–
Colombia			
Apartado	C	X	–
Arauca	D	X	X
Bogotá	A	–	–
Bucaramanga	A	X	–
Buenaventura	D	X	X
Cali	A	–	–
Cartagena	A	X	–
Cucuta	A	X	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Medellin	A	–	–
Mocoa	D	X	X
Pasto	B	X	–
Quibdo	D	X	X
Sincelejo	A	X	–
Villavicencio	A	X	–
Comoros			
Moroni/Grande Comore	C	X	X
Congo			
Betou	E	X	X
Brazzaville	C	X	X
Impfondo	E	X	X
Kinkala	E	X	X
Pointe-Noire	B	X	–
Costa Rica			
San José	A	–	–
Côte d'Ivoire			
Abengourou	D	X	X
Abidjan	B	–	–
Bondoukou	E	X	X
Bouaké	D	X	X
Daloa	D	X	X
Daoukro	D	X	X
Divo	D	X	X
Duékoué	E	X	X
Guiglo	E	X	X
Korhogo	E	X	X
Man	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
San Pedro	D	X	X
Tabou	D	X	X
Croatia			
Zagreb	A	X	–
Cuba			
Havana	B	X	X
Democratic People's Republic of Korea			
Pyongyang	E	X	X
Democratic Republic of the Congo			
Aba	E	X	X
Ango Ango	E	X	X
Bandundu	E	X	X
Buburu	E	X	X
Bukavu	E	X	X
Bunia	E	X	X
Dilo	E	X	X
Dongo	E	X	X
Dungu	E	X	X
Gemena	E	X	X
Goma	E	X	X
Ituri	E	X	X
Kahemba	E	X	X
Kalemie	E	X	X
Kenge	E	X	X
Kikwit	E	X	X
Kimpese	D	X	X
Kimvula	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Kindu	E	X	X
Kinshasa	C	X	X
Kisangani	D	X	X
Kisenge	E	X	X
Libenge	E	X	X
Lubumbashi	D	X	X
Matadi	D	X	X
Mbandaka	E	X	X
Mbuji-Mayi	E	X	X
Ngidinga	E	X	X
Nioki	E	X	X
Uvira	E	X	X
Zongo	E	X	X
Djibouti			
Djibouti	C	X	–
Dominican Republic			
Santo Domingo	A	–	–
Ecuador			
Esmeraldas	C	X	X
Guayaquil	A	X	–
Ibarra	A	X	–
Lago Agrio (Sucumbios)	D	X	X
Quito	A	–	–
Tulcan	B	X	X
Egypt			
Cairo	A	–	–
Ismailia	A	X	X
Sallum (Sollum)	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
El Salvador			
San Salvador	A	–	–
Equatorial Guinea			
Acurenam	E	X	X
Malabo	D	X	X
Eritrea			
Asmara	C	X	X
Ethiopia			
Addis Ababa	B	X	–
Alamata	E	X	X
Assosa	E	X	X
Awassa/Sidamo	D	X	X
Bambasi	D	X	X
Degehabour	E	X	X
Dese	E	X	X
Dire Dawa	D	X	X
Dollo Addo	E	X	X
Gambella	E	X	X
Gode	E	X	X
Jijiga	E	X	X
Kebridehar	E	X	X
Mekele	D	X	X
Nazreth	C	X	X
Shire/Endaselassie	E	X	X
Tongo	E	X	X
Fiji			
Suva	B	X	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Gabon			
Libreville	A	X	–
Gambia			
Banjul	B	X	X
Gaza			
Gaza Town	E	X	X
Georgia			
Akhaltsikhe	D	X	X
Gali	E	X	X
Sukhumi	D	X	X
Tbilisi	B	X	–
Zugdidi	D	X	X
Ghana			
Accra	A	X	X
Ho	C	X	X
Sunyani	C	X	X
Takoradi	C	X	X
Tamale	C	X	X
Wa	D	X	X
Guatemala			
Guatemala City	B	–	–
Guinea			
Conakry	D	X	X
Nzerekore	E	X	X
Guinea-Bissau			
Bissau	E	X	X
Guyana			
Georgetown	C	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Haiti			
Cap-Haitien	D	X	X
Gonaives	E	X	X
Hinche	E	X	X
Jacmel	D	X	X
Leogane	E	X	X
Les Cayes	D	X	X
Port-au-Prince	D	X	X
Honduras			
Tegucigalpa	B	–	–
Hong Kong, China			
Hong Kong	A	–	–
India			
Bhopal	B	X	X
Bhubaneswar	B	X	X
Calcutta	A	X	–
Jaipur	A	X	–
Lucknow	B	X	X
New Delhi	A	–	–
Patna	C	X	X
Indonesia			
Banda Aceh	D	X	X
Bandung	A	X	–
Bogor	A	X	–
Denpasar	A	X	–
Gorontalo	C	X	X
Gunung Sitoli, Nias	E	X	X
Jakarta	A	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Jayapura (Irian Jaya/Papua)	D	X	X
Tanjung-Pinang	B	X	–
Yogyakarta	A	X	–
Iran (Islamic Republic of)			
Ahwaz	D	X	X
Dogharoun	E	X	X
Kerman	D	X	X
Mashad	D	X	X
Tehran	B	X	X
Iraq			
Arbil/Kirkuk	E	X	X
Baghdad	E	X	X
Basrash	E	X	X
Dohuk	E	X	X
Mosul	E	X	X
Najaf	E	X	X
Ramadi	E	X	X
Sulaymaniah	E	X	X
Israel			
Tel Aviv	A	–	–
Tiberias	A	X	–
Jamaica			
Kingston	A	X	–
Jerusalem			
Jerusalem	B	–	–
Jordan			
Amman	A	–	–
Kazakhstan			
Alma Ata	B	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Astana	B	X	X
Kenya			
Alinjugur	E	X	X
Dadaab	E	X	X
Garissa	E	X	X
Kakuma	E	X	X
Marsabit	D	X	X
Mombasa	B	X	–
Nairobi	B	–	–
Nakuru	B	X	–
Kiribati			
Tarawa	D	X	X
Kuwait			
Kuwait City	A	–	–
Kyrgyzstan			
Bishkek	C	X	–
Jalalabat	D	X	X
Osh	D	X	X
Lao People's Democratic Republic			
Luang Prabang	C	X	X
Oudomxay	E	X	X
Vientiane	C	–	X
Xam Neua	E	X	X
Lebanon			
Beirut	B	–	X
Tyre (Sur)	C	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Lesotho			
Maseru	B	X	X
Mohale's Hoek	C	X	X
Oacha's Nek	C	X	X
Outhing	D	X	X
Thaba-Tseka	C	X	X
Liberia			
Harper (Maryland County)	E	X	X
Monrovia	D	X	X
Saclepea	E	X	X
Voinjama	E	X	X
Zwedru	E	X	X
Libya			
Benghazi	C	X	X
Tobruk	C	X	X
Tripoli	C	X	X
Macao, China			
Macao (Special Administrative Region)	A	X	–
Madagascar			
Ambovombe	D	X	X
Antananarivo	B	X	X
Malawi			
Blantyre	C	X	X
Lilongwe	D	X	X
Malaysia			
Kuala Lumpur	A	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Maldives			
Malé	C	X	X
Mali			
Bamako	C	X	X
Mauritania			
Boghe	E	X	X
Nouadhibou	D	X	X
Nouakchott	D	–	X
Mauritius			
Port Louis	A	–	–
Mexico			
Mexico City	A	–	–
Tapachula, Chiapas	B	X	X
Micronesia (Federated States of)			
Pohnpei (Ponape)	B	X	X
Mongolia			
Ulan Bator	D	X	X
Montenegro			
Podgorica	A	X	–
Morocco			
Rabat	A	–	–
Mozambique			
Beira	D	X	X
Maputo	B	X	–
Nampula	D	X	X
Myanmar			
Laokai, Kokang Special Region 1	D	X	X
Maungdaw	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Maw-La-Myine	D	X	X
Pangkham	E	X	X
Yangon	C	X	X
Namibia			
Osire	E	X	X
Windhoek	A	X	–
Nauru			
Yaren	D	X	X
Nepal			
Bharatour	D	X	X
Biratnagar	D	X	X
Dadeldhura	E	X	X
Damak	D	X	X
Dhangadhi	E	X	X
Janakpur (Janakpurdham)	D	X	X
Kathmandu	C	X	X
Nepalgunj	E	X	X
Surkhet	D	X	X
Nicaragua			
Managua	A	–	–
Niger			
Agades	E	X	X
Diffa	E	X	X
Maradi	D	X	X
Niamey	C	X	X
Tahoua	D	X	X
Zinder	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Nigeria			
Abuja	C	X	–
Bauchi	D	X	X
Enugu	D	X	X
Kaduna	D	X	X
Kano	D	X	X
Lagos	C	–	X
Port Harcourt	D	X	X
Oman			
Muscat	A	–	–
Pakistan			
Abbotabad	E	X	X
Bagh	E	X	X
Battagram	E	X	X
Hyderabad	D	X	X
Islamabad	C	X	X
Karachi	C	X	X
Lahore	C	X	–
Mansehra	E	X	X
Mardan	E	X	X
Multan	D	X	X
Mazaffarabad	E	X	X
Peshawar	E	X	X
Quetta	E	X	X
Rawalakot	E	X	X
Sukkur	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Palau			
Koror	A	X	
Panama			
Panama City	A	–	–
Papua New Guinea			
Arawa	E	X	X
Buka	E	X	X
Goroka	D	X	X
Port Moresby	D	X	X
Paraguay			
Asunción	A	–	–
Peru			
Lima	A	–	–
Philippines			
Cotabato City	D	X	X
Manila	A	–	–
Qatar			
Doha	A	–	–
Republic of Korea			
Ansan	A	X	–
Seoul	A	–	–
Republic of Moldova			
Kishinev	B	X	X
Russian Federation			
Moscow	A	–	–
Rwanda			
Butare	C	X	X
Byumba	C	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Cyangugu	C	X	X
Gisenye	C	X	X
Kibuye	C	X	X
Kigali	B	X	–
Samoa			
Apia	C	X	X
Sao Tome and Principe			
Sao Tome	C	X	X
Saudi Arabia			
Al-Hofuf	C	X	X
Al-Jouf (Sakaka)	D	X	X
Jeddah	B	X	X
Najran	C	X	X
Riyadh	B	X	X
Wadi Jizan (Gizan)	C	X	X
Senegal			
Dakar	A	–	–
Kedougou	C	X	X
Ourossogui	E	X	X
Richard Toll	E	X	X
Ziguinchor	B	X	–
Serbia			
Belgrade	A	–	–
Bujanovac	B	X	X
Mitrovica	C	X	X
Pristina	B	X	X
Prizren	B	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Seychelles			
Mahé/Port Victoria	A	–	–
Sierra Leone			
Bo	E	X	X
Freetown	D	X	X
Kailahun	E	X	X
Kenema	E	X	X
Koidu	E	X	X
Makeni	E	X	X
Zimmi	E	X	X
Singapore			
Singapore	A	–	–
Solomon Islands			
Honiara	C	X	X
Somalia			
Berbera	E	X	X
Boosaaso (Bender Cassim)	E	X	X
Dhusamareeb	E	X	X
Galkacyo	E	X	X
Garowe	E	X	X
Hargeisa	E	X	X
Mogadishu	E	X	X
South Africa			
Johannesburg	A	–	–
Pretoria	A	–	–
South Sudan			
Aweil	E	X	X
Bentiu	E	X	X
Bor	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Juba	E	X	X
Kuajok	E	X	X
Maban	E	X	X
Malakal	E	X	X
Rumbek	E	X	X
Torit	E	X	X
Wau	E	X	X
Yambio	E	X	X
Yei	E	X	X
Sri Lanka			
Ampara	D	X	X
Batticaloa	E	X	X
Colombo	A	–	–
Jaffna	D	X	X
Kilinochchi	E	X	X
Mannar	D	X	X
Trincomalee	D	X	X
Vavuniya	D	X	X
Sudan			
Abyei	E	X	X
Al Taweisha (El Taweisha)	E	X	X
Bundisi	E	X	X
Buram	E	X	X
Damazine	E	X	X
Ed Daein	E	X	X
Edd Al Fursan	E	X	X
El Fasher	E	X	X
El Geneina	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
El Obeid	E	X	X
Feina	E	X	X
Forobaranga	E	X	X
Graida	E	X	X
Habila	E	X	X
Haskanita (Haskanit)	E	X	X
Julud	E	X	X
Kadugli	E	X	X
Kassala	E	X	X
Kauda	E	X	X
Khartoum	B	X	–
Khashm El Girba	E	X	X
Khor Abeche	E	X	X
Korma	E	X	X
Kutum	E	X	X
Labado	E	X	X
Malha (Malha Wells)	E	X	X
Manawashi	E	X	X
Marla	E	X	X
Mellit (Mallit)	E	X	X
Merawi	E	X	X
Morni	E	X	X
Muhajiriya	E	X	X
Mukjar	E	X	X
Nertiti	E	X	X
Nyala	E	X	X
Port Sudan	D	X	–
Saraf Umra (Omra)	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Seleah (Seleia)	E	X	X
Sortony	E	X	X
Tawilla	E	X	X
Tulus	E	X	X
Um Kaddada	E	X	X
Zalingei	E	X	X
Zam Zam	E	X	X
Suriname			
Paramaribo	B	X	–
Swaziland			
Mbabane	A	X	–
Syrian Arab Republic			
Aleppo	E	–	X
Damascus	E	X	X
Hassake (Al-Hasakah)	E	X	X
Tajikistan			
Dushanbe	D	X	X
Thailand			
Bangkok	A	–	–
Ban Mae Sot	C	X	X
Kanchanaburi	A	X	–
Mae Hong Son	C	X	X
Mae Sariang	C	X	X
The former Yugoslav Republic of Macedonia			
Skopje	A	X	–
Timor-Leste			
Becau	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Dili	D	X	X
Maliana	E	X	X
Oecussi	E	X	X
Suai	E	X	X
Togo			
Dapaong	D	X	X
Lama Kara	C	X	X
Lomé	B	–	–
Tonga			
Nuku Alofa	B	X	X
Trinidad and Tobago			
Port of Spain	A	X	–
Tunisia			
Gafsa	A	X	–
Tunis	A	–	–
Zarzis	B	X	–
Turkey			
Ankara	A	–	–
Istanbul	A	–	–
Van	D	X	X
Turkmenistan			
Ashgabad	D	X	X
Tuvalu			
Funafuti	C	X	X
Uganda			
Adjumani	E	X	X
Arua	C	X	X
Gulu	C	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Hoima	E	X	X
Kaabong	E	X	X
Kampala	B	X	–
Kigumba	E	X	X
Kisoro	D	X	X
Kitgum	D	X	X
Kotido	E	X	X
Kyaka II	E	X	X
Lira	D	X	X
Mbarara	C	X	X
Moroto	E	X	X
Moyo	D	X	X
Nakivale	E	X	X
Pader	E	X	X
Soroti	C	X	X
Ukraine			
Kyiv	A	–	–
Odessa	A	X	
Simferopol	A	X	–
United Arab Emirates			
Abu Dhabi	A	–	–
Al-Ain	A	X	–
Dubai	A	–	–
United Republic of Tanzania			
Arusha	B	X	–
Dar es Salaam	C	X	X
Iringa	C	X	X
Isaka	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Kasulu	E	X	X
Kigoma	E	X	X
Moshi	C	X	X
Mpanda	E	X	X
Uylankulu	E	X	X
Zanzibar	C	X	X
Uruguay			
Montevideo	A	–	–
Uzbekistan			
Tashkent	C	X	X
Vanuatu			
Vila (Porta Vila)	B	X	X
Venezuela (Bolivarian Republic of)			
Caracas	B	–	–
Guasdualito	D	X	X
Maracaibo	A	X	–
San Cristobal	A	X	–
Viet Nam			
Hanoi	B	–	–
Ho Chi Minh City	B	–	X
Hue City	D	X	X
Tam Ky	D	X	X
West Bank			
East Jerusalem	C	X	X
Ramallah	D	X	X
Yemen			
Aden	E	X	X
Ahwar	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Amran	E	X	X
Haradh	E	X	X
Hodeidah	E	X	X
Kharaz	E	X	X
Maifaa	E	X	X
Sa'ada	E	X	X
Sana'a	E	X	X
Seiyun	E	X	X
Zambia			
Kaoma	D	X	X
Kawambwa	E	X	X
Livingstone	A	X	–
Lusaka	B	X	–
Mongu	D	X	X
Mporokoso	E	X	X
Solwezi	D	X	X
Zimbabwe			
Bulawayo	D	X	X
Gweru	D	X	X
Harare	D	–	X
Masvingo	D	X	X

United Nations ST/IC/2013/6

Secretariat

21 January 2013

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Rates of daily subsistence allowance in New York, Geneva and Vienna**

1. Pursuant to section 2.2 of administrative instruction ST/AI/1998/3, on the system of daily subsistence allowance, the purpose of the present circular is to inform the staff of the schedule of rates of daily subsistence allowance applicable to the above-mentioned duty stations and their effective dates, as set out in the annex to the present circular.

2. The schedule set out in the annex replaces the schedule contained in the annex to information circular ST/IC/2011/13.

* The present circular, which cancels and supersedes information circular ST/IC/2011/13, will be in effect until further notice.

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Annex

Rates of daily subsistence allowance at Headquarters, Geneva and Vienna

	Headquarters[a] *(US$ per day)*		*Geneva*[a] *(SwF per day)*	*Vienna (€ per day)*
(i) *First 60 days*, consecutive or otherwise, at the temporary duty station, all staff:				
	First 30 days	*Next 30 days*		
Standard year-round rate	378	321	370	226
Special hotels, January-August[b]	451	383		
Special hotels, September-December[c]	530	451		
(ii) *During the next 60 days*, consecutive or otherwise, at the temporary duty station, all staff:				
Standard year-round rate	252		278	170
Special hotels, January-August[b]	301			
Special hotels, September-December[c]	353			
(iii) *After 120 days*, consecutive or otherwise, at the temporary duty station, all staff:				
Standard year-round rate	189		222	136
Special hotels, January-August[b]	226			
Special hotels, September-December[c]	265			

[a] Effective 1 January 2013.

[b] The hotels in this category are the Affinia Shelburne, Courtyard New York Manhattan/Midtown East, Grand Hyatt, Kimberly, New York Helmsley, Roger Smith and San Carlos.

[c] The hotels in this category are the Affinia Shelburne, Beekman Tower, Courtyard New York Manhattan/Midtown East, Eastgate Tower, Grand Hyatt, Kimberly, ONE UN New York (formerly Millennium UN Plaza), New York Helmsley, Roger Smith and San Carlos.

United Nations ST/IC/2013/7

Secretariat

23 January 2013

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Designation of duty stations for purposes of rest and recuperation**

1. In accordance with ST/AI/2011/7/Amend.2, on rest and recuperation, and following inter-agency consultations, the Office of Human Resources Management approves the Secretariat duty stations that qualify for rest and recuperation, determines the duration of the period of qualifying service (frequency) and designates rest and recuperation destinations. The annex to the present circular lists the duty stations approved for rest and recuperation purposes effective as 1 January 2013.

2. In duty stations where the rest and recuperation frequency has been reduced, the new cycle takes effect immediately. In duty stations where the rest and recuperation frequency has been prolonged (4 to 6, 6 to 8 or 8 to 12) or discontinued, staff members or eligible individuals who have already started accruing qualifying service prior to 1 January 2013 may avail themselves of rest and recuperation after completing the period of qualifying service previously in effect. Upon the return by the staff member or other eligible individual to the duty station, the new rest and recuperation frequency shall apply.

3. Should security or severe hardship conditions improve or deteriorate at specific duty stations during the course of the year, the frequency may be adjusted by the Office of Human Resources Management following inter-agency consultations. Similarly, significant changes in a duty station environment may result in the approval or discontinuation of rest and recuperation.

* Expiration date of the present information circular: 30 June 2013.

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Annex

Consolidated list of duty stations[a] approved by the Office of Human Resources Management for rest and recuperation (as at 1 January 2013)

Duty station	*Frequency*	*Rest and recuperation destination*
Afghanistan		
Kandahar	4 weeks	Dubai
Rest of country	6 weeks	Dubai
Algeria		
Tindouf	8 weeks	Las Palmas
Burundi		
Ngozi	12 weeks	Nairobi
Central African Republic		
Rest of country except Bangui	8 weeks	Yaoundé
Chad		
Entire country	8 weeks	Addis Ababa
Côte d'Ivoire		
Duékoué, Guiglo, Tai, Toulepleu	6 weeks	Accra
Rest of country	8 weeks	Accra
Democratic Republic of the Congo		
Aru (Ituri district, Orientale Province), Beni (North Kivu Province), Bukavu (South Kivu Province), Bunia (Ituri district, Orientale Province), Butembo (North Kivu Province), Dungu (Haut-Uélé), Goma (North Kivu Province), Kalemie (North Katanga), Mahagi (Ituri district, Orientale Province), Uvira (South Kivu Province)	6 weeks	Entebbe
Bandundu (Bandundu Province), Gemena (Equateur Province), Kamina (Katanga Province), Kananga (Kasai Occidental Province), Kindu (Maniema Province), Kinshasa (Kinshasa Province), Kisangani (Orientale Province), Libenge (Equateur Province), Matadi (Bas Congo Province), Mbandaka (Equateur Province), Mbuji-Mayi (Kasai Oriental Province)	8 weeks	Entebbe

Duty station	*Frequency*	*Rest and recuperation destination*
Lubumbashi (Katanga Province)	12 weeks	Entebbe
Democratic People's Republic of Korea		
Pyongyang	8 weeks	Beijing
Ethiopia		
Gode, Kebredahar	6 weeks	Addis Ababa
Assosa, Jijiga	8 weeks	Addis Ababa
Gaza and West Bank		
Gaza (entire)	6 weeks	Amman
West Bank (entire)	8 weeks	Amman
Guinea		
Conakry, Nzérékoré	8 weeks	Dakar
Guinea-Bissau		
Bissau	12 weeks	Dakar
Haiti		
Entire country	8 weeks	Santo Domingo
Iraq		
Baghdad, Basra, Kirkuk	4 weeks	Amman
Erbil	8 weeks	Amman
Kenya		
Dadaab	6 weeks	Nairobi
Marsabit	8 weeks	Nairobi
Kyrgyzstan		
Osh	8 weeks	Istanbul
Liberia		
Entire country	8 weeks	Accra
Libya		
Al Khufra, Benghazi, Sabha, Tobruq, Tripoli	8 weeks	Malta

Duty station	*Frequency*	*Rest and recuperation destination*
Mali		
Bamako, Kayes, Mopti	8 weeks	Dakar
Morocco		
Laayoune	12 weeks	Las Palmas
Niger		
Tahoua	12 weeks	Niamey
Pakistan		
Peshawar (Pakhtunkhawa Province)	6 weeks	Dubai
Islamabad (Capital Territory), Karachi (Sindh Province)	8 weeks	Dubai
Papua New Guinea		
Port Moresby	12 weeks	Brisbane
Philippines		
Cagayan de Oro, Cotabato City	8 weeks	Manila
Serbia		
Kosovska Mitrovica	8 weeks	Ljubljana
Sierra Leone		
Entire country except Freetown	12 weeks	Accra
Somalia		
Entire country	4 weeks	Nairobi
South Sudan		
Akon, Aweil, Bentiu, Bor, Bunj, Gendrassa, Jamam, Kwacjok, Maban, Malakal, Melut, Paryang, Pulmok, Rumbek, Tambura, Yida, Yirol (East)	6 weeks	Entebbe
Rest of country	8 weeks	Entebbe
Sudan		
Abyei, Ed Damazin, El Daein (Darfur), El Fasher (Darfur), El Geneina (Darfur), Forobaranga (Western Darfur), Garzilla (Western Darfur), Gereida (Southern Darfur), Kabkabiya (Darfur), Kadugli, Kass (Darfur), Khor Abeche (Southern	6 weeks	Entebbe

Duty station	*Frequency*	*Rest and recuperation destination*
Darfur), Khor Omer, Kutum (Darfur), Kulbus (Darfur), Labado (Southern Darfur), Mallit (Northern Darfur), Marla (Southern Darfur), Masteri (Western Darfur), Morni (Western Darfur), Muglad (Southern Kordofan), Mukjar (Darfur), Nertiti (Western Darfur), Nyala (Darfur), Saraf Omra/Umra (Northern Darfur), Shangil Tobaya (Northern Darfur), Sheiria (Southern Darfur), Um Kadada (Northern Darfur), Zalingei (Darfur), Zam Zam (Northern Darfur)		
Port Sudan	12 weeks	Entebbe
Syrian Arab Republic		
Entire country	6 weeks	Amman
Timor-Leste		
Entire country except Dili	12 weeks	Darwin
Uganda		
Kotido, Moroto	8 weeks	Kampala
Kitgum, Lira, Pader	12 weeks	Kampala
Yemen		
Aden, Harad, Sa'adah, Sana'a	6 weeks	Larnaca

Updated: 1 January 2013

[a] Reflects duty stations with a presence of Secretariat staff members. Specialized agencies, funds and programmes issue organization-specific lists.